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Management Officer, CIA

Assistant Director, Office of Reports and Estimates

Abstracting and Coding of Intelligence Information

Reference: Memorandum of 16 September 1949 from Management Officer to
Assistant Director, Collection and Dissemination

1. The Management Staff proposal as set forth in reference memorandum
sets the frame work for an intelligence reference service that is realistic
and workable. It is ORE's opinion that such a program will be of invaluable
assistance to the production of intelligence by establishing a machine record
facility that is a direct reflection of the intelligence analysts' interests
and needs.

2. ORE concurs with the proposal, with the understanding that:

    a. ORE will be required to abstract only those items that it
feels are necessary as a part of the intelligence file.

    b. Additional manpower will be allocated to ORE in order that
the added workload can be maintained.

THEODORE BABBITT

*I think OCD's centralized service is better
and that its coding + abstracting personnel can maybe
be more thorough in cross referencing + indexing
incoming papers. Analysts can advise them
of special things of interest that they might miss.*

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